Registering for a Continuing Education Class in Self-Service

1.) Go to www.trinitydc.edu and click on the shopping cart at the top right side of the screen. -OR- Go to https://selfservice.trinitydc.edu/SelfService/Home.aspx which is the Self-Service homepage address.

2.) Once on the Self-Service homepage, in the boxes on the left-hand side, enter your User Name and Password and click Log In.

3.) When logged in you will see more options listed under Students. Click on Register to get started.

You can also click on the tab at the top of the page for Registration. It can be found to the right of Home.
4.) You will be asked “Would you like to register for Degree Courses or Continuing Education Courses?” Click on the bullet for Continuing Education Courses at the bottom of the list.

**Would you like to register for Degree Courses or Continuing Education Courses?**
- [Degree Courses (Undergraduate and Graduate)]
- [Continuing Education Courses]

5.) Please read the Continuing Education Student Financial Responsibility. At the bottom of the page, click on the box to the left of the statement “I have read and understand these financial responsibilities”. A check mark should appear in the box. Please wait while the next page loads.

**I have read and understand these financial responsibilities**

6.) Click on **Find Courses** to add to your cart.

**Find Courses to add to your cart.**

Please be aware that if you are already registered for a course in the present semester, that course will appear in the section below **Find Courses** called **Registered Courses**. Registering for another course will have no impact on these courses.

**Registered Courses**

7.) On the next page click on **Search**.

![Search](image)

This will bring up all the courses that Continuing Education is offering. If you would like to narrow your search you may enter information in the boxes above the search button.
8.) A list of courses will appear. They are listed by Course ID (ex. EDU 876, MAED 538M). Scroll down until you find the course you are looking for. If you get to the bottom and you have not yet found the course you wish to register for, click **Next**.

![Next button](image)

9.) When you find the course you want to register for, Click **Add** to the right-hand side of the course information. **Please be sure you are ready to complete your registration and payment prior to clicking Add.**

![Course information](image)

10.) The course you have selected will then pop up in a box that says **Course Added**. Click on **Proceed to Registration** if you are ready to register.

![Section Search](image)

If you would like to register for more than one course, please click on **Hide** in the upper right-hand corner of the pop-up box and repeat steps 9 and 10. After you add a second or more courses, you will want to click on **View Cart** to be sure you have the correct classes in your cart that you would like to register for. On the cart page, once you have confirmed your courses, click on **Register** to the far right.
11.) Your course will appear under the heading **Courses to Add.**

Scroll to the bottom of the page and click **Next.**

12.) This will bring you to the Finalize page. When you see that you are registering for the course you want, under **Payment Information**, click on **Next.**

13.) The next page will say **Payment Transaction in Progress** and a pop-up window will open called **QuikPay.**
14.) In the pop-up window, click **continue**.

15.) On the next page you will be asked to submit your payment information. Please complete the available fields. Click **Continue** when done.

16.) You will be asked to confirm that your credit card information is correct. If it is, please click **Confirm** at the bottom of the page. If you need to make a change, click **Edit**. If you would like to cancel the transaction click on **Cancel**.
17.) After you click confirm, you will see a page that states Payment successfully processed. Click **Close** at the bottom left.

![Payment successfully processed](image)

The pop-up window will close and you will then return to the original Self-Service page you were working with. If your registration was processed, you will see a message that says, **Congratulations! You have…** as seen below.

![Congratulations! You have completed your Registration for Continuing Education](image)

If there was a problem with your registration or credit card information you will see the following message:

- **Your registration payment was unsuccessful. Please select Return to Registration and try again.**

18.) At the bottom of the page you can view a statement or view your schedule to confirm that you have registered and paid for the correct class.

- **View Statement**
- **View Schedule**

19.) Please check your email for the address you provided. You should receive an email confirmation of your payment to this address. Once you have seen the “Congratulations” message and received the email confirmation of payment, you can be certain that you are registered for your course. These are the only confirmations of your registration. At any time you can log in to self-service and see your schedule and statement. Congratulations! You have now registered for a Continuing Education class at Trinity!